

Randolph County Job Vacancies

***** EOE/E-Verify *****

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

All applications and transcripts (if required) must be received in the Human Resources Office by 5:00pm on the date listed

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Social Services	Social Worker I/A/T	In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. CPS social workers are responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. CPS social workers must be able to identify immediate threats made to a child and provide arrangements that comply with state and federal laws and agency procedures and conduct social work activities under detailed guidelines and strict timeframes. Performs related duties as required.	MSW-Child Welfare Collaborative; or MSW plus one year directly related experience; or BSW-Child Welfare Collaborative plus one year directly related experience; or BSW plus two years directly related experience; or an equivalent combination of education and experience. Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Requires after hours work and on-call duties assigned. An Oral and written test will be administered. <i>Bilingual preferred.</i> If applicant lists Spanish as a second language a verbal Spanish test will be administered. College Transcripts must be submitted with application to be considered.	Based on experience	Open Until Filled
Information Technology	Network Administrator	Duties include maintaining data, voice and storage network infrastructure, server systems and security infrastructure for the Randolph County Information Technology Department. Setup and maintenance of servers, backups, email, Active Directory, network equipment, VoIP PBX, firewall and VPN. Monitor and manage security, accessibility and usability for the network. Other duties include providing first-level support as part of the IT helpdesk.	Graduation from a four-year college or university with a degree in computer science or related field with 3 years experience; or an equivalent combination of education and experience. Working knowledge of Windows Server, Linux, TCP/IP, OSPF, Comware/Cisco, Palo Alto firewalls, Exchange and Microsoft Active Directory is required. Working knowledge of NetApp SAN and VMWare is preferred.	Occasional after hours work required. Good interpersonal skills required. Valid North Carolina Driver's License. A network and server skills test will be administered.	Based on experience	12-9-16 Thru 12-22-16 EXTENDED THRU 1-6-17

Social Services	Human Services Evaluator I	Provides staff assistance to planning and/or evaluating human service. Work involves conducting planning or evaluation projects in assigned area which is generally characterized by a limited variety of programs where service delivery systems and client population are similar. Responsible for the analysis of data and the preparation of reports. Uses a systems approach and research, gather data, evaluate, plan, implement, review, and act to provide continuous improvement environment for child welfare systems. Performs related duties as required.	Graduation from a four-year college or university with a degree in psychology, sociology, or social work or a human service programmatic field, preferably with coursework in human services program evaluation; or graduation from a four-year college or university and two years of program evaluation or consultative experience in human service programs; or an equivalent combination of education and experience.	Oral and written interviews. A verbal Spanish test will be given if applicant lists Spanish as a second language. College Transcripts must be submitted with application to be considered.	Based on experience	12-16-16 Thru 12-30-16
Social Services	Income Maintenance Investigator II	Responsible for working with considerable independence in investigating fraud or alleged fraud. Reviews clients' case files and makes decisions as to the appropriate action to take in resolving the case. Determines if errors exist and, if so, the cause of the errors. Evaluates case referrals to determine if the referral is valid and whether a more in-depth review is required. Responsible for investigating cases and determining the appropriate course of action required to resolve the case. Works with clients to settle cases out of court, representing the agency in negotiating out of court settlements, and developing and working with the prosecutor in presenting the case in court. Performs related duties as required.	An Associate Degree in Human Services Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science or closely related curriculum and two years of experience as an Income Maintenance Caseworker or Investigator; or, graduation from high school and three years of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or graduation from high school and two years of investigative experience in credit, legal, or law enforcement work plus eighteen months of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or an equivalent combination of training and experience.	Valid NC driver's license required.	Based on experience	12-22-16 Thru 1-6-17

Tax	Personal Property Auditor	Performs intermediate skilled technical work listing, appraising and auditing business and individual personal property for tax purposes. Processes business personal property tax listings and renders assessments; verifies business tax listings for acceptability. Processes extension requests and confirmation for listings. Conducts field and desk audits of businesses to determine adherence to reporting requirements; compares reports made to state and federal government agencies. Canvases County to located new businesses not listed in office files. Thorough knowledge of principal, standards and practices of accounting. Ability to solve problems and exercise judgement. Performs related work as apparent or assigned.	Bachelor's degree and one to three years experience in accounting, or equivalent combination of education and experience.	Valid NC Driver's License required. North Carolina Department of Revenue Personal Property Appraiser certification required within one (1) year of employment.	Based on experience	12-16-16 Thru 1-6-17
Tax	Tax Paralegal	Initiates and completes In Rem foreclosure process under NCGS 105-375. Initiates levy actions and carries through with Sheriff's Office to achieve collections. Researches real estate titles to determine ownership of real property. Assists with collections of delinquent taxes. Assists attorney with research and filings. Creates and maintains various files, records, and reports. Assists with customer service. Performs related duties as required.	Associates/Technical degree in paralegal, real estate, or related field and one to three years experience working as a legal secretary, in a law office, or equivalent combination of education and experience.	Valid N.C. Driver's License. North Carolina State Bar Paralegal Certification preferred. Notary Public preferred. Thorough knowledge of real estate title research and evaluation work, ability to read and prepare legal documentations, ability to interpret the law.	Based on experience	12-16-16 Thru 1-6-17

Applications are available in the County Human Resources Office or from the Randolph County website, www.co.randolph.nc.us. A Randolph County application is required and must be received in the County Human Resources Office at 725 McDowell Road, Asheboro, NC 27205 in order to be considered. For specific inquiry or special assistance request, contact Sarah Pack at (336)318-6600. SELECTION PROCESS: Selection procedures will include detailed review of applications, interviews, and reference checks on the top candidate(s). Employment offer for any position requiring college credit or degree will be contingent upon verification by official transcript. Employment offer contingent upon satisfactory results of pre-employment drug screening and criminal background checks.